



## Capitol Region Watershed District

595 Aldine Street • Saint Paul, MN 55104

T: 651-644-8888 • F: 651-644-8894 • [capitolregionwd.org](http://capitolregionwd.org)

# Native Landscape Grant Guidelines and Policies

## 1. OVERVIEW

### Program Summary

Capitol Region Watershed District (CRWD) covers areas of Saint Paul, Roseville, Falcon Heights, Lauderdale and Maplewood. CRWD is a highly developed urban area with 50% impervious surfaces such as streets, parking lots and buildings. These impervious surfaces have widespread consequences for our streams, rivers and lakes. Rainwater falling on these hard surfaces carries large amounts of pollution as it flows directly into these shared water resources. As such, CRWD offers technical and financial assistance to encourage private and public landowners to install native landscaping.

## 2. ELIGIBILITY

### 2.1 Applicants

Eligible applicants include residents, non-profits, schools, public agencies, businesses, and other organizations located within the Trout Brook, Saint Anthony Hill and Phalen Creek sub-watersheds. Those subwatersheds are a focus area because they have fewer grant projects than other portions of the District and they overlap with communities of historically underrepresented groups, including people of color, immigrants, younger generations, and those living in poverty. Check the [Focus Area Map](#) to see if you qualify.

### 2.2 Native Landscape Projects

Eligible expenses are limited to the construction cost of native landscape identified in the agreement. This may include tool rental, native plants and native cultivars, native Bee Lawn seed mix, soil (including disposal), mulch, edging, design services, and construction costs. Native Bee Lawn seed mix must be comprised of native species or species specified as exceptions. Non-native/cultivar species that are exceptions and can be eligible as part of the establishment of Bee Lawns include: fescue grasses, white clover, self-heal (Prunella), and creeping thyme but should be avoided near natural areas.

Ineligible expenses include upcharges, in-kind labor, tool purchases, downspouts or downspout extensions, fencing, turf replacement with turf, irrigation system modifications, asphalt or concrete protection or replacement, etc.

## 3. GRANT AWARD

Maximum one-time grant award of \$1,000. There is no match-requirement for the Native Landscape Grant. Grantee must inform CRWD if they are receiving grant funds from another government agency. Combined CRWD and non-CRWD Grant awards cannot exceed CRWD's maximum grant award or the actual cost of the project.

## **4. PROCESS**

CRWD partners with Ramsey County Soil & Water Conservation Division (RCSWCD) to offer technical services. Technical assistance does not include design services, and is limited to a site consultation, project resources and staff guidance. Throughout the grant process, grantees will work with both a Ramsey County Conservation Design Specialist, as well as the CRWD Stormwater BMP Technician. See contact information below.

### **4.1 Application**

1. Complete the application and submit to the Stormwater BMP Technician for approval.
2. If approved, the Stormwater BMP Technician will send you a Stewardship Grant Program Agreement to sign. Do NOT begin construction of your project until you have received the fully executed grant agreement.

### **4.2 Grant Agreement and Other Potential Permits**

1. The Stormwater BMP Technician will send you the grant agreement with instructions on how to sign electronically. Alternative methods to sign the grant agreement will also be available.
2. Review local ordinances and obtain required permits, if applicable.

### **4.3 Grant Reimbursement/Payment**

1. Contact the Stormwater BMP Technician when the project is complete for the Reimbursement Form.
2. Complete the Reimbursement Form and attach itemized receipt(s) or invoice(s) that show proof of payment, a list of the installed native plants and/or cultivars, and at least two photographs of the completed project. Photos must show entire garden and be taken from different angles.
3. Send completed form and attachments to the Stormwater BMP Technician.
4. CRWD staff will review Reimbursement Form and attachments per the Native Landscape Grant Policies and may conduct a site visit to confirm the completion of the project before processing reimbursement.
5. Reimbursement check will be mailed to grantee within 60 business days of project approval.

## **5. APPLICATION REQUIREMENTS**

Applications for the Native Landscape Grant are accepted year-round. An application must be submitted to CRWD for review. Refer to the Process Guidelines for the application process.

## **6. MATCH REQUIREMENTS**

No match requirement.

## **7. APPROVAL**

It is CRWD's responsibility to guarantee program funds are used efficiently. Staff at CRWD will examine application and reimbursement materials to assure cost-effective methods and materials were used to implement projects. CRWD holds the right to withhold funds or terminate agreements that do not meet design specifications or follow program agreements, policies and guidelines.

## **8. AGREEMENT**

The Stewardship Grant Program Agreement will be executed by CRWD upon approval by the District Administrator.

### **8.1 Project Schedule**

Fully executed Stewardship Grant Program agreements are valid for 2 years. Native landscape projects started before the agreement is fully executed do not qualify for funding; including materials purchased prior to the fully executed agreement. CRWD reserves the right to withdraw project funding if the project is not completed by the termination date unless a written contract amendment is executed between both parties.

### **8.2 Amendment**

Any amendment to the Stewardship Grant Program Agreement terms shall be approved by the CRWD Administrator and must be signed by both parties upon mutual agreement.

## **9. CONSTRUCTION MANAGEMENT**

It is the sole responsibility of the grantee to manage the construction of the native landscape project. Projects must be constructed per the Native Landscape Grant Guidelines.

## **10. PAYMENT/REIMBURSEMENT**

Native Landscape Grant awards are issued as a reimbursement after a project has been completed and approved by CRWD. Reimbursements are issued in the form of a check and will be mailed to the address provided on the application. Allow up to 60 business days to receive reimbursement after the reimbursement form is submitted. Receipts and invoices submitted with the Reimbursement Form must be itemized and show proof of payment prior to reimbursement. All submitted items will be reviewed by CRWD staff for eligibility. CRWD holds the right to withhold, adjust or deny grant awards based on reimbursement materials or site inspection.

## **11. OPERATION AND MAINTENANCE REQUIREMENTS**

Grantee operation and maintenance (O&M) is required for all Native Landscape Grant projects. The Maintenance Plan is incorporated into the Stewardship Grant Program Agreement as EXHIBIT B and is the sole responsibility of the grantee. All native landscape / pollinator friendly habitat projects have a minimum 5-year O&M requirement unless otherwise stated in the Stewardship Grant Program Agreement, and the native landscape / pollinator friendly habitat must be installed for the entire life span of the O&M requirement(s). If a grantee relocates, they must inform CRWD of the relocation.

CRWD inspects Native Landscape Grant projects and provides feedback to grantees. Grantees will allow CRWD staff access to the property to conduct project inspections. CRWD will notify grantees in advance of an upcoming inspection.

## **12. PERMITTING**

The grantee is responsible for securing and complying with all permits and/or other legal requirements applicable to the work. The applicant must have all required permits and approvals prior to beginning work or the project will be considered ineligible for reimbursement.

### **13. CONFORMANCE TO POLICIES**

CRWD reserves the right to refuse disbursement of funds for the project if it is not completed in accordance with these policies or the terms of the executed Stewardship Grant Program Agreement.

### **14. SIGNAGE**

CRWD will be permitted to place reasonable signage on the project property informing the public about the native landscaping and the CRWD Native Landscape Grant Program.

### **15. CONTACTS**

#### **Alexandra Morrison**

Stormwater BMP Technician  
Capitol Region Watershed District  
651-644-8888 x108  
[amorrison@capitolregionwd.org](mailto:amorrison@capitolregionwd.org)

#### **Joe Lochner**

Conservation Design Specialist  
Ramsey County Soil & Water Division  
651-266-7273  
[joseph.lochner@co.ramsey.mn.us](mailto:joseph.lochner@co.ramsey.mn.us)